Multiple-User Mode Operating Guide for Lock Models 2006 and 2007

Change from Multiple-User to Dual-User—This non-reversible function change must be done before the factory Master Code is changed for the first time. You will need to use the <u>Dual-User</u> Operating Guide after function change.
7 6 * 1 2 3 4 5 6 # (♩♩♩♩♩) 1 # (♩♩♩) 1 # (♩♩♩)
Note: User 2 will be automatically installed as code 2 2 2 2 2 2, and the Management Reset Code will become inoperable to prevent dual control from being overridden.

Reset the Lock's Factory Programmed Management Reset Code (MRC) to a Code of Your Own Choosing
6 7 * 1 2 3 4 5 6 # (♩♩♩♩♩) NEW 8-DIGIT MRC # (♩♩♩) NEW 8-DIGIT MRC # (♩♩♩)
Note: The MRC can only be changed at the keypad by using the factory default master code of 1 2 3 4 5 6 before the master code is changed for the first time.

Delete the Lock's Management Reset Code (MRC)
6 7 * 1 2 3 4 5 6 # (♩♩♩♩♩) # (♩♩♩) # (♩♩♩)
Note: The MRC can only be deleted at the keypad by using the factory default master code of 1 2 3 4 5 6 before the master code is changed for the first time.

Opening the Lock using the Factory Default Code
The factory default Master Code is 1 2 3 4 5 6. To open the lock, enter 1 2 3 4 5 6 # **then rotate the keypad to the right if D•Drive or turn safe handle if any other model of lock is installed.**

Disable the Time Delay Override Function
8 3 * 1 2 3 4 5 6 # (♩♩♩♩♩) 1 # (♩♩♩) 1 # (♩♩♩)
*Notes: <u>This programming sequence **MUST** be performed before the Master Code is changed for the first time</u>.*

Changing Your Own Code or the Factory Default Code
2 2 * (or 3 3 *) YOUR OLD CODE # (♩♩♩♩♩) NEW CODE # (♩♩♩) NEW CODE # (♩♩♩)

Creating a New Code (Supervisor or User Code)
7 4 * MASTER CODE OR SUPERVISOR CODE # (♩♩♩♩♩) PIN POSITION # (♩♩♩) NEW CODE # (♩♩♩) NEW CODE # (♩♩♩)
PIN Positions: 1 Supervisor Code (note that a Supervisor Code can only be created by the holder of the Master Code.)
2 – 9 User Codes (User Code 9 only performs as a regular User Code when the time delay override feature is turned off.)

Deleting a Code (Supervisor or User Code)
7 4 * MASTER CODE OR SUPERVISOR CODE # (♩♩♩♩♩) PIN POSITION # (♩♩♩) # (♩♩♩) # (♩♩♩)
PIN Positions: 1 Supervisor Code
2 – 9 User Codes (Code 9 acts as a regular User Code when the time delay override feature is turned off.)
*Notes: **The Master Code cannot be deleted**. The Supervisor Code cannot be used to delete itself. **If the lock is using time delay, the time delay override code can only be deleted during an opening window period.***

Changing the Length of the Opening Window
7 4 * MASTER CODE # (♩♩♩♩♩) 0 1 # (♩♩♩)
LENGTH OF DESIRED OPENING WINDOW # (♩♩♩) LENGTH OF DESIRED OPENING WINDOW # (♩♩♩)
*Notes: The opening window period can be set anywhere from 1 to 15 minutes. **If the lock is using time delay, the opening window period can only be changed during an opening window period.***

Setting, Changing, or Deleting a Time Delay
7 4 * MASTER CODE # (♩♩♩♩♩) 0 0 # (♩♩♩)
LENGTH OF DESIRED TIME DELAY # (♩♩♩) LENGTH OF DESIRED TIME DELAY # (♩♩♩)
*Notes: The time delay period can be set anywhere from 1 to 99 minutes. **An existing time delay can only be changed during an opening window period.** To delete a time delay, enter the length of desired time delay as zero.*

Creating a Time Delay Override Code
7 4 * MASTER CODE OR SUPERVISOR CODE # (♩♩♩♩♩)
9 # (♩♩♩) NEW TIME DELAY OVERRIDE CODE # (♩♩♩) NEW TIME DELAY OVERRIDE CODE # (♩♩♩)
*Note: The Time Delay Override Code only works if Time Delay Override is turned on and the lock has a time delay period programmed. **If the lock is already using time delay, the time delay override code can only be created during an opening window period.***

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Turning On Time Delay Override Function
4 6 * MASTER CODE # (♩♩♩♩♩) 1 for Dual Control TDO or 2 for Single Control TDO # (♩♩♩) 1 for Dual Control TDO or 2 for Single Control TDO # (♩♩♩)
Note: Type 1 override requires entry of any valid lock code to start the time delay followed by entry of the Time Delay Override Code within one minute to open the lock. Type 2 override simply requires entry of the Time Delay Override Code to open the lock immediately.

Turning Off Time Delay Override Function
4 6 * MASTER CODE # (♩♩♩♩♩) 0 # (♩♩♩) 0 # (♩♩♩)
Note: The Time Delay Override Code (PIN 9) will be automatically deleted.

Turning Duress On
3 8 * MASTER CODE # (♩♩♩♩♩) 1 # (♩♩♩) 1 # (♩♩♩)
Note: Duress function requires an optional duress module and connection to a central alarm system. In a Multiple-User Mode lock, only User Codes 2 and 3 are available. User Codes 4 – 8 are disabled. User Code 9 will be available to use if time delay override is not enabled. Loss of User Codes when duress is enabled is required to meet EN1300 specifications for this product.

Turning Duress Off
3 8 * MASTER CODE # (♩♩♩♩♩) 0 # (♩♩♩) 0 # (♩♩♩)

Note for the following five programming sequences: Manager / Employee Access Mode is a reversible mode of operation within the Multiple-User configuration. As long as the lock is in Multiple-User configuration, you have the option of turning Manager / Employee mode of operation on and off. Manager / Employee Access Mode is not available in a lock that has been configured for Dual-User.

Turn On and Turn Off Manager / Employee Access Mode
3 2 * MASTER CODE # (♩♩♩♩♩) 2 (TURN ON) OR 1 (TURN OFF) # (♩♩♩) 2 (TURN ON) OR 1 (TURN OFF) # (♩♩♩)
*Note: Lock is in a disabled state immediately after Management/Employee mode is turned on.
It returns to regular multiple-user mode when turned off. Manager / Employee function only works in multiple-user mode (not dual-user).*

Enabling and Disabling the Lock in Manager / Employee Access Mode
5 5 * MASTER CODE OR SUPERVISOR CODE # (♩♩♩♩) or (♩♩)
*Note: The lock emits 4 quick beeps to indicate 'Enabled' or 2 quick beeps to indicate that it is 'Disabled.'
This function only works in multiple-user mode.*

Setting User Disable Permission in Manager / Employee Access Mode
5 6 * MASTER CODE # (♩♩♩♩♩) 1 # (♩♩♩) 1 # (♩♩♩)
Note: In this mode, any user code can be used to "Disable" the lock by using the sequence which immediately follows:

Disabling the Lock by User Code in Manager / Employee Access Mode
5 5 * ANY USER CODE # (♩♩)
Note: The lock emits 2 quick beeps to indicate that it is "Disabled."

Canceling User Disable Permission in Manager / Employee Access Mode
5 6 * MASTER CODE # (♩♩♩♩♩) 0 # (♩♩♩) 0 # (♩♩♩)
Note: In this mode, only the holder of the Master Code or Supervisor code can "Disable" the lock.

Identifying Active PIN Positions
7 7 * ANY PIN POSITON NUMBER (0 – 9)
Note: If the entered PIN POSITION is in use the lock will emit one short beep. If the PIN POSITION in not in use or disabled, the lock will emit one long beep.

Set Keypad Beeper Volume
7 8 * MASTER CODE # (♩♩♩♩♩) volume value # (♩♩♩) volume value # (♩♩♩)
Note: volume value is 0 for "OFF" OR 1 for "LOW" OR 2 for "HIGH"

Note that some locks are shipped with an MRC envelope. If the envelope is not enclosed in this lock kit, the lock does not have the MRC function. If your lock kit came with this envelope, use the following instructions to make use of the MRC.

Reset the Master Code by using the Management Reset Code (MRC)
6 7 * MANAGEMENT RESET CODE # (♩♩♩♩♩) NEW 6-DIGIT MASTER CODE # (♩♩♩) NEW 6-DIGIT MASTER CODE # (♩♩♩)
Note: Codes are automatically deleted when the Management Reset Code is used. These include the Time Delay Override Code, Supervisor Code, and all User Codes. Not affected are the time delay period, opening window period, duress function, or lock access mode.

Dual-User Mode Operating Guide for Lock Models 2006 and 2007

The lock must be deliberately changed from multiple-user mode to dual-user mode using the procedure below. You will need to use this Dual-User Operating Guide after function change.

Disable the Time Delay Override Function *(Perform this function before changing to dual-user mode)*
4 6 * 1 2 3 4 5 6 # (♩♩♩♩♩) 1 # (♩♩♩) 1 # (♩♩♩)
*Notes: This programming sequence **MUST** be performed before the Master Code is changed for the first time.*

Re-enable the Time Delay Override Function *(Perform this function before changing to dual-user mode)*
4 6 * 1 2 3 4 5 6 # (♩♩♩♩♩) 0 # (♩♩♩) 0 # (♩♩♩)
*Notes: This programming sequence **MUST** be performed before the Master Code is changed for the first time.*

"Permanently" Disable the Time Delay Override Function *(Perform this function before changing to dual-user mode)*
8 3 * 1 2 3 4 5 6 # (♩♩♩♩♩) 1 # (♩♩♩) 1 # (♩♩♩)
*Notes: This programming sequence **MUST** be performed before the Master Code is changed for the first time.*

Change from Multiple-User to Dual-User—This non-reversible function change must be done before the factory Master Code is changed for the first time. You will need to use this Dual-User Operating Guide after function change. Note that the Management Reset Code function does not work in Dual-User mode.
7 6 * 1 2 3 4 5 6 # (♩♩♩♩♩) 1 # (♩♩♩) 1 # (♩♩♩)
Note: User 2 will be automatically installed as code 2 2 2 2 2 2.

Opening the Lock using the Factory Default Codes
The factory default Master Code is 1 2 3 4 5 6 #. The factory default User Code in PIN position 2 is 2 2 2 2 2 2.
To open the lock, enter:
1 2 3 4 5 6 # (♩♩♩♩) 2 2 2 2 2 2 # *(Codes must be entered within 30 seconds of each other.)* **then rotate the keypad to the right if the lock is a D•Drive model, or turn handle or other mechanism if any other model of lock is installed.**

Changing Your Own Code
2 2 * YOUR OLD CODE # (♩♩♩♩♩) NEW CODE # (♩♩♩) NEW CODE # (♩♩♩)

Creating a New Code (User)
7 4 * MASTER CODE OR SUPERVISOR CODE # (♩♩♩♩♩) SUPERVISOR OR ANY USER CODE # (♩♩♩♩♩)
PIN POSITION # (♩♩♩) NEW CODE # (♩♩♩) NEW CODE # (♩♩♩)
PIN Positions: 1 Supervisor Code, 2 – 9 User Codes (User Code 9 only performs as a regular User Code when the time delay override feature is turned off.)

Deleting a Code
7 4 * MASTER CODE OR SUPERVISOR CODE # (♩♩♩♩♩) ANY OTHER VALID USER CODE # (♩♩♩♩♩)
PIN POSITION # (♩♩♩) # (♩♩♩) # (♩♩♩)
PIN Positions: 1 Supervisor Code
2 – 9 User Codes (Code 9 acts as a regular User Code when the time delay override feature is turned off.)
*Notes: The Master Code cannot be deleted. **The Supervisor Code cannot be used to delete itself.** A time delay override code (PIN position 9) can only be deleted during an opening window period.*

Changing the Length of the Opening Window
7 4 * MASTER CODE # (♩♩♩♩♩) SUPERVISOR OR ANY USER CODE # (♩♩♩♩♩) 0 1 # (♩♩♩)
LENGTH OF DESIRED OPENING WINDOW # (♩♩♩) LENGTH OF DESIRED OPENING WINDOW # (♩♩♩)
*Notes: The opening window period can be set anywhere from 1 to 15 minutes. **If the lock is using time delay, the opening window period can only be changed during an opening window period.***

Setting, Changing, or Deleting a Time Delay
7 4 * MASTER CODE # (♩♩♩♩♩) SUPERVISOR OR ANY USER CODE # (♩♩♩♩♩) 0 0 # (♩♩♩)
LENGTH OF DESIRED TIME DELAY # (♩♩♩) LENGTH OF DESIRED TIME DELAY # (♩♩♩)
*Notes: The time delay period can be set anywhere from 1 to 99 minutes. **An existing time delay can only be changed during an opening window period.** To delete a time delay, enter the length of desired time delay as zero.*

Creating a Time Delay Override Code
7 4 * MASTER CODE OR SUPERVISOR CODE # (♩♩♩♩♩) ANY OTHER VALID USER CODE # (♩♩♩♩♩)
9 # (♩♩♩) NEW TIME DELAY OVERRIDE CODE # (♩♩♩) NEW TIME DELAY OVERRIDE CODE # (♩♩♩)
Note: The Time Delay Override Code only works if Time Delay Override is turned on and the lock has a time delay period programmed.

Turning On Time Delay Override Function
4 6 * MASTER CODE # (♩♩♩♩♩) # 1 # (♩♩♩) 1 # (♩♩♩)
Notes: The Time Delay Override Code only works if Time Delay Override is turned on and the lock has a time delay period programmed. Dual Control Time Delay Override is the only type of override available when the lock is in Dual Control mode.

Turning Off Time Delay Override Function
4 6 * MASTER CODE # (♩♩♩♩♩) # 0 # (♩♩♩) 0 # (♩♩♩)
Note: The Time Delay Override Code (PIN 9) will be automatically deleted.

Turning Duress On
3 8 * MASTER CODE # (♩♩♩♩♩) 1 # (♩♩♩) 1 # (♩♩♩)
Note: Duress function requires an optional duress module and connection to a central alarm system. In a Multiple-User Mode lock, only User Codes 2 and 3 are available. User Codes 4 – 8 are disabled. User Code 9 will be available to use if time delay override is not enabled. Loss of User Codes when duress is enabled is required to meet EN1300 specifications for this product.

Turning Duress Off
3 8 * MASTER CODE # (♩♩♩♩♩) 0 # (♩♩♩) 0 # (♩♩♩)

General Information:

Each time you press a number, letter, or other character on the keypad of your electronic safe lock, it beeps and the red LED flashes. If it doesn't, check your batteries to make sure they are fresh and connected properly, then try again.
The lock responds with various beep (♩) sequences to indicate different conditions. The ♩ symbols in examples show the number of beeps you hear. Always wait for each set of beeps to end before entering another number or letter, or you will interrupt the code sequence.

Important points:

Clearing the Lock: If you start to enter a code and make a mistake, you can press * * to clear the lock, or wait 10 seconds and it will clear itself. Note: Do not wait more than 10 seconds between entries or the lock will clear.

Error Beep: If you hear a long continuous beep during any programming sequence, you've made an error. Restart the sequence from the beginning.

Error Penalty: If you enter five incorrect codes in a row within a ten-minute period, the lock starts a ten-minute penalty time. If you press any button during this time, you'll hear two long beeps, and the lock will not open. You have no recourse other than to wait ten minutes before entering a valid code to open the lock.

In multiple user mode, the Master Code can be used to create a Supervisor level code (PIN 1). The Supervisor Code can be used to manage the User Codes; it can add and delete User Codes, and enable and disable the lock operation in Management/Employee Access

Time Delay is a security feature that creates a period of time between the entering of a valid code and the ability to open the safe door. Time delay can be set to delay opening from 1 to 99 minutes. Security Note: If time delay has already been set, changes to the opening window and time delay durations can only be made during the opening window period.

The opening window (OW) is the period of time during which you can open the lock, immediately following the end of the time delay period. The OW can be set for 1 to 15 minutes; the factory default is 2 minutes. Security Note: Changes to the opening window duration can only be made during the opening window.

Your lock has duress capability (a silent alarm option). Installation of a duress signal box (optional duress module) is required for proper connection to your existing alarm system. Use the instructions provided with the module to ensure accurate installation and connection. When the duress feature is enabled, you can send a duress signal (silent alarm) by altering the last number of your lock code by plus 1. For example, if your code is 246812, you would enter 246813 to send the duress signal to your alarm company. If the last digit of your code is 9, substitute 0 when entering the code to generate a duress. For example, if your code is 246819, you would enter 246810 to send the alarm signal. When you use a duress code, the lock operates normally.

After changing the opening code or batteries, the lock should be opened and locked several times with the safe door open. Because it is battery operated, the lock can be expected to function properly when operated within a temperature range of 0° to 50° Centigrade (32° to 122° Fahrenheit).

Important: do not select codes such as birthdays or other predictable data that could provide a correlation between the user and the opening code(s).

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